



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. October 14th, 2021

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Announcements on changes due to meeting held virtually: No video/camera usage during meeting, microphones should be muted unless called to comment or ask/answer questions. Virtual meeting will be recorded.

I. CALL TO ORDER

Meeting called to order by Chair Caldwell at 1:03 pm

COMMISSION MEMBERS:

Christina Caldwell, Chair, [present](#)
Gail Jackson, Vice Chair, [absent](#)
Jose Alvarado, present, [joined at 1:13 pm](#)
Carol Curtis, [present](#)
Michael McGivern, [absent](#)
Cal McLoy, [present](#)
David Steiner, [present](#)

CITY STAFF:

Regina Salas, Council Member, [joined at 1:37](#)
Heidi Hansen, Economic Vitality Director, [present](#)
Barney Helmick, Airport Director, [present](#)
Brian Gall, Airport Programs Manager, [present](#)
Tim Skinner, ARFF/Ops Manager, [absent](#)
Creag Znetko, Recording Secretary, [present](#)

II. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission. Individual members of the Commission may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.

[NONE](#)

2. ANNOUNCEMENTS

Reconsiderations, Changes to the Agenda, and other Preliminary Announcements.

[NONE](#)

3. APPROVAL OF MINUTES

- a. Regular Meeting of September 9th, 2021.

RECOMMENDED ACTION: Approve the minutes as submitted.

MOTION: Commissioner McLoy moved to approve the minutes as submitted. Commissioner Steiner seconded the motion; the motion passed unanimously.

4. CITY COUNCIL UPDATES (*Regina Salas*)

Councilmember Salas updated the commission with information regarding The Transportation Master Plan that it is out for public comment and is available on the website. The council discussed the allocation of the American Rescue Fund Act, the city will receive around \$30m in funding. Allocations include housing assistance, education and outreach, small business support, funding city services and nonprofits to name a few. The information given is available on the city website. The council also heard a presentation about the community survey and the top key findings are residents continue to enjoy a high quality of life. This includes mobility and transportation; 53% of surveyors stated that the airport, trail and bus system are highly regarded as meeting the needs. Councilmember Salas attended a transportation conference and stated that Flagstaff Metro Plan is working with other metro plans in getting funding for rural part of Arizona. Flagstaff Metro Plan should receive some of that funding as well.

III. **STAFF REPORTS** (*Barney Helmick*)

Commercial enplanements, aviation activity and sale of fuel

Year to date enplanements have been the second busiest since recording the stats and should be able to break 100k by the end of the calendar year. Operations are over than last year at this time and are steady in that count. Fuel flow was the most in any month ever recorded as well. Chair Caldwell asked if there were supply/cost concerns with the fuel. Staff stated that the FBO has managed to move around assets from different locations to ensure there is not a shortage.

IV. **FIXED BASE OPERATOR REPORT** (*Wiseman Aviation*)

General aviation issues, fuel sales and business report.

Staff stated that the representative for the FBO is out of town and will not report. Staff also stated there was an increase in corporate jet traffic and that was probably why there was the increase in the fuel flow. Chair Caldwell asked if the representative is not available to report, to send an alternate representative or at least bullet points.

V. **CARES ACT GRANT UPDATE** (*Brian Gall*)

Staff reported that the prioritization has been completed and the project list will be about the same as what the commission has seen prior.

Construction Pending:

Westplex Hangar and Shade repairs – Phase I and the Airfield Maintenance projects both are under contract with the city. Preconstruction meetings are set up with both contractors next week and the goal is to begin soon. The obstacle at the moment is weather, that will determine timelines for these two projects.

Design Pending:

Terminal Hold Room Expansion, Airline Counter Expansion, Rental Car Parking Lot. All three of these projects are in negotiations with on-call consultants that have submitted proposals. Hope to get designs and concept plans finalized later this fall.

Additional Planned Projects:

Premium Parking Lot Improvements, Westplex Hangar and Shade Repairs – Phase II, Airline Ramp Expansion and Drainage Improvements. Still looking at these.

VI. **INFORMATIONAL ITEMS**

1. Parking Lot Update (*Brian Gall*)

Paving has begun on the new parking lot and should be completed by this weekend. The sidewalk will be replaced in the necessary spots. Staff met with Flowbird for the paid parking program, and they are finalizing the scope and fee proposal. Staff should have that information by next week and hopefully have them under contract. Staff also

Informed the commission that once the parking lot is finished, there will be a ribbon cutting ceremony with the commissioners invited.

2. Priority Based Budget (PBB) Presentation (*Barney Helmick*)

Staff informed the commission about using a budget tool that the city has been using for the past three budget cycles. The airport budget consists of five programs:

General Admin

Safety and Security

Snow Control

Maintenance Building and Grounds

Maintenance Runways and Taxiways

These are broad titles to the programs and the priority based budget software helps to drill down in each program to identify which programs may overlap, be underfunded, etc.

Chair Caldwell spoke about the Economic Vitality Monthly Report for August and asked if the Thunder Over Flagstaff event generated income for the airport.

Staff stated the event is funded by donations by the public, but there is no revenue for the airport. The event is put on by the Experimental Aircraft Association and raises money for young pilots to attend an aviation summer camp.

Citing the monthly report, Chair Caldwell asked how the shipment of equipment from the new UACJ Whitehall manufacturing company to Tesla was done? Was it shipped through the airport or the train?

Staff was not sure how this was done, but stated it was probably by truck. Staff will ensure this is stated in the September monthly report.

Staff stated that there is the annual marketing meeting that will be held on the 21st of October and all are invited, the monthly Coffee Klatch meeting has been ongoing and the commission is invited to attend on the second Friday of each month at 8:30 am.

VII. ADJOURNMENT OF REGULAR MEETING

Commission McLoy moved to adjourn the meeting. Commissioner Curtis seconded the motion; the motion passed unanimously. Chair Caldwell adjourned the meeting at 1:58 pm.